

PLAN REVIEW LOG-IN CHECKLIST

Additions, Alterations, Patio Covers & Accessory Buildings

)✓	ITEM	REQUIREMENTS	SPECIFICS
	SITE PLAN	One (1) separate 8-1/2" x 11" or 11" x 17" sheet. Show the following:	<ul style="list-style-type: none"> The footprint of all buildings,
			<ul style="list-style-type: none"> Setback lines,
			<ul style="list-style-type: none"> Lot dimensions,
			<ul style="list-style-type: none"> Lot coverage calculations,
			<ul style="list-style-type: none"> Square footage of all buildings, and
			<ul style="list-style-type: none"> Lot easements.
			<ul style="list-style-type: none"> Water meter and supply lines,
		2. Size and location of new and existing:	<ul style="list-style-type: none"> Septic tanks and leach fields or sewer line, tap and clean-outs,
			<ul style="list-style-type: none"> Electric service entrance section and panel, overhead or underground,
			<ul style="list-style-type: none"> Gas lines and gas meter
			<ul style="list-style-type: none"> Swimming pool and/or spa
			<ul style="list-style-type: none"> Parking – covered and uncovered
			<ul style="list-style-type: none"> Driveway(s) and surface material
			<ul style="list-style-type: none"> Fences and gates.
	CODES	Conforms to applicable 2000 IBC, IMC, 1997 IFC, 1999 NEC, and 1994 UPC w/ State amendments.	
	PLANS	Two copies of all plan submittals are required. Plans and specifications shall be:	<ul style="list-style-type: none"> Drawn to scale on substantial paper.
			<ul style="list-style-type: none"> Show in detail that it will conform to the provisions of our current codes and all relevant laws, ordinances, rules and regulations, and
			<ul style="list-style-type: none"> Shall be of sufficient clarity to indicate the location, nature and extent of the work proposed. Structural engineering may be required to verify stability for gravity and lateral loads.



	<p>TRUSS DIAGRAMS</p> <p>All trusses need to be manufactured by an approved truss manufacturer. All truss diagrams need to be sealed by a structural engineer registered by the State of Arizona.</p> <p>Composite floor joists (such as TJI's) require a framing plan that shows all sizes of joists (engineering is not required). The framing plan needs to show all hangers and appropriate manufacturer's details.</p>	<p>Exception: truss diagrams for common roof trusses that span thirty feet or less need not be submitted for review but will be required on the job site.</p>
	FLOOR PLAN	<p>Label the use of all rooms of the proposed addition and adjacent rooms impacted by the addition; show floor area and ceiling height. Show location of all doors, door sizes and swing, and door landings. Provide all window sizes and types; designate the operable portion of windows and the location of tempered glass. Show compliance with light and ventilation requirements for new construction and for existing rooms affected by any addition or alteration. Cross-reference all building sections and details.</p>
	FOUNDATION PLAN	<p>Specify site, depth, reinforcing and minimum concrete strength. Cross-reference all details to appropriate section and pages.</p>
	FLOOR/ROOF FRAMING PLAN	<p>Truss identification numbers need to be referenced on the corresponding framing plan to indicate the relative location of each truss. Note the location and size of all headers, beams and/or lintel with cross-references to the corresponding connection details. Show the existing floor/roof plan with slopes. Show header or lintel sizes where weight is added. With conventional framing indicate the size, specifics and grade of all framing members. Show details of over framing, gable end bracing and wall bracing.</p>

	ELEVATIONS	Show elevation that applies to new addition with colors, textures and materials. Indicate that they match the existing house. Provide attic ventilation calculations
	BUILDING CROSS SECTION	A building and/or wall cross section should be used to clarify wall foundation and roof-structure design and connections.
	ELECTRIC PLAN	Show an electrical floor plan. If the electrical load is to be significantly increased, provide an electrical panel schedule, and a load calculation worksheet
	MECHANICAL PLAN	Habitable rooms are required to be heated by the building code. Show location of air diffusers, exhaust fans, and mechanical equipment.
	PLUMBING PLAN	Provide a waste isometric diagram or a plumbing floor plan. A gas isometric is also needed if gas piping is to be installed. Complete a water meter worksheet if the fixture unit load is to be significantly increased.
	AFFIDAVIT ADDENDUM	Give form to owner, builder or applicant to complete, sign and return later.
	PLAN REVIEW FEE	Paid with the acceptance of the building permit application and Construction drawings. An estimate of these fees should be requested on the initial contact.
	BUILDING PERMIT FEE	An estimate of the building permit fee may be requested when the permit application is submitted.

